

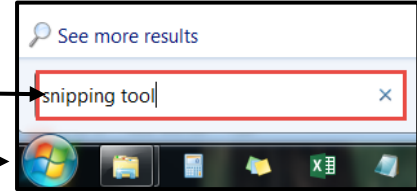
# USING THE SNIPPING TOOL



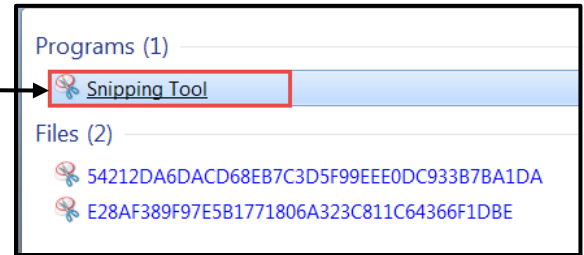
The Snipping Tool allows you to take snapshots of your computer screen. Below are the steps on how to use the Snipping Tool.

## USING THE SNIPPING TOOL

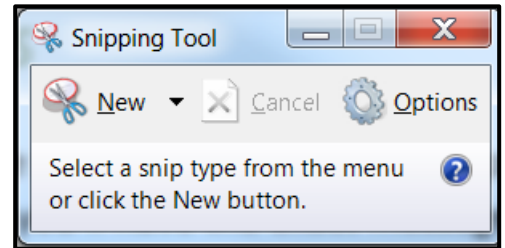
1. To launch the Snipping Tool, click the **START** button and type in “**Snipping Tool**” in the Search Programs search field.



2. From the **Programs** section, click on **Snipping Tool** to launch it.



3. The Snipping Tool is now “open” on your desktop. Click and drag your mouse in a rectangular fashion to “highlight” the text, or window you want to take a screen shot of.



Your screenshot now appears within the Snipping Tool app. You can click the following buttons on the toolbar to:



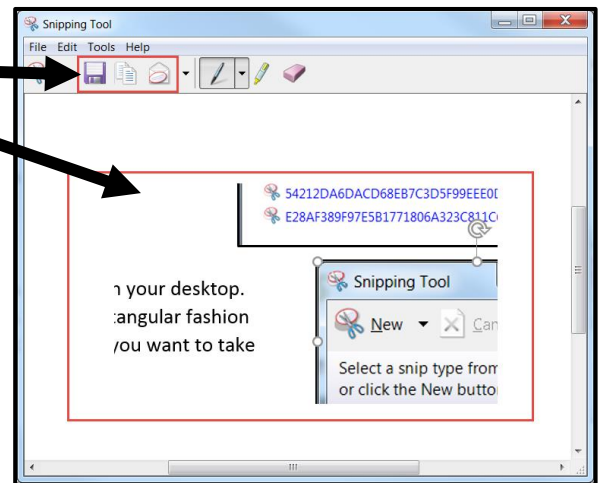
Press this button to **SAVE** your screenshot to a folder on your computer.



Press this button to **COPY** the image to the clipboard (for pasting)



Press this image to **ATTACH** the screenshot to an email message.



Be sure to visit our website at: [www.inviacom.com/how-to.html](http://www.inviacom.com/how-to.html) for more Quick Reference Documents like this one and the many Training Videos available also.